

30 March 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training: Report for the Week of  
20-24 March

1. Courses

a. Advanced Intelligence Seminar

Mr. Helms spent about 50 minutes in the closing session of the Seminar, responding to about a dozen spontaneous questions from the class. Among the subjects covered in the questions were the Agency's continued involvement in Laos, difficulties to be faced in handling a unified Community budget, information "leaks," the Agency's capacity to adjust to organizational challenges in the future, and the status of its relationship with Congress.

In a general appraisal of the Seminar, the consensus is that although lower in overall GS-grade than Seminar groups of the past year, this was the best group from the standpoint of generating discussions and in getting involved in them. A plus too, this time, is that the guest speakers were the best of recent classes.

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b. Senior Seminar

25X1A [REDACTED] Chief, Covert Communications Division, OC, was withdrawn from the Seminar on Wednesday because of an impending change of assignment, leaving the class with 19 in it.

25X1A c. [REDACTED] Program

Briefings continue at a steady pace. During a recent eight-day period (14-23 March) ten were conducted for 136 employees. Four briefings were for large groups, including two groups of 68 employees from the Office of Communications. The remaining six were covert briefings, mainly in response to [REDACTED] requirements.

d. Chiefs of Station Seminar

25X1A The first 1972 running of the Seminar ended on Friday with talks by Messrs. Colby and Karamessines. This was in some ways the least satisfactory of recent Seminars, particularly from the standpoint of individual participation in discussions and in the question-and-answer periods. Ten designate-COS and COB attended the program.

e. Performance Appraisal Workshop

The third Workshop for the Office of Logistics consisted of three one-half day segments, the third of which involved a new OL-designed case history. This new segment may become a model for workshops conducted for other components.

f. Automated Communications Terminal - 1

Messrs. [REDACTED]

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C/SSS/DDS had an opportunity to discuss the current status of joint roles of the

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Office of Communications and OTR in the new system for preparing cables, noting in particular that the shared (OC and OTR) conclusion is that a formal course for telepouch typists is not needed.

g. Language

Vietnamese: Training requirements have begun to drop off -- an expected trend which will bring about a reduction of our faculty of four Vietnamese instructors. One instructor will be used temporarily in the French Department. (We have learned that FSI is closing its large Vietnamese Training Center in Arlington Towers.)

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also told the guests that FE's current projection is one full-time student a year at FSI. There will be some part-time requirements. (Paradoxically, despite the increased US contact with China, we are considering dropping an instructor -- for lack of requirements. We understand that FE's needs can be met from existing sources.)

2. Training Notes

East Coast field officers of the Domestic Contact Service are scheduled to attend one of two conferences DCS has scheduled [REDACTED] on 5-7 April 25X1A

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and 1-3 May. (These split sessions are being held so that all officers can participate and in the interim, all offices can be covered.) [REDACTED]

is handling the administrative details [REDACTED]. Plans call for each

group to go by charter bus [REDACTED] where

they will be picked up by [REDACTED] vehicles. Headquarters staffers, when

necessary, will use the regularly scheduled flights. No special flights will be

required. . . . [REDACTED] Chief, Compensation and Tax Division, OF

has been briefed preparatory to his attending the seminar on Management of

Organizations, to be conducted at CSC Executive Center at Berkley for the two

weeks beginning 3 April. [REDACTED] is the alternate choice of the TSB to fill a

space previously committed by OF -- a space OF preferred to use rather than

lose. . . . A large number of black and white photographs provided by [REDACTED]

[REDACTED] of the Fine Arts Commission are now hung in the Senior Seminar rooms,

bringing the furnishings in those rooms near to completion.

### 3. Briefings

The last of six briefings to groups of high-school students participating in the Presidential Classroom Program was held in the Headquarters Auditorium on Friday afternoon. In all, about 210 young people attended the briefings. The size ranged from a high of 60 to a low of 17.

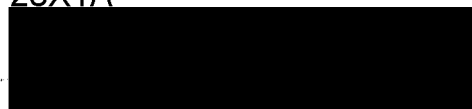
### 4. Guest Speakers

Attached is a list of high-level guests who will participate in OTR's programs to be conducted during the week beginning 2 April.

Of Note:

**General Walters is planning to attend the Attache class party at the DIS on Friday, 31 March.**

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**Acting Director of Training**

**Att.**